

Finance Specialist, College of Arts and Sciences
University at Buffalo, The State University of New York

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Posted Dec. 4, 2024, set to expire Aug. 4, 2025

Job Title	Finance Specialist, College of Arts and Sciences
Department	CAS Administrative Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/54554
Apply By Email	
Job Description	

Position Summary

The [College of Arts and Sciences](#) is looking for a **Finance Specialist** who will work under the strategic leadership of the Director of Finance to provide support with budget administration, financial reporting, problem solving, and special projects among other duties.

Primary responsibilities will include, but not be limited to:

- State Operating Budget Management – working with the Director of Finance, the Finance Specialist will manage the State Operating Budget allocations to the various departments, programs, and administrative areas of the academic unit.
- In collaboration with the Director of Finance and Finance Training Manager, develop and

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- maintain the documentation for a finance and operations procedures library. This will include sharing documentation with the various departments and communicating new items and changes.
- In collaboration with the Director, manage the budget process for Temporary Service Budget Adjunct Faculty members.
 - In collaboration with the Director, manage the budget process for Student Graders and Student Assistants.
 - Manage the scholarship and fellowship financial transactions process for the Dean's Office academic unit support. This will involve utilization of the HUB system as well as collaboration with the Departments Graduate Secretaries as well as the Academic Unit Graduate Administration Team.
 - Assist with financial analysis related to Startup Commitments and coordinate with Department Administrators and Faculty.
 - Assist with the annual budget process performed through the UPlan software tool.
 - Act as a trusted resource to academic unit departments for questions and assistance.

The College of Arts and Sciences is the largest interdisciplinary academic unit at the University at Buffalo. With 30 departments, 16 academic programs and 23 centers and institutes in the arts and humanities, natural sciences and mathematics and the social sciences, the College offers more academic options than any other unit on campus.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- Bachelor's Degree with 2 years experience
- Administrative and financial management experience and proficiency.
- Excellent oral/written communication and ability to interact professionally and positively with a diverse constituency.
- Must demonstrate adaptability and problem-solving skills.
- Must be customer-service focused and able to respond to stressful situations with diplomacy and tact.
- Demonstrated computer skills with MS Office.

Preferred Qualifications

- Masters degree with a concentration in Accounting or Finance or related financial management area
- Higher education experience in a research University environment
- Experience with SUNY policies and operations, preferably UB

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact